

CLASS TITLE:**TAX AUDITOR II (TAXATION)**

Class Code: 02683400

Pay Grade: 28A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Revenue (DOR) Division of Taxation, to perform comprehensive tax audits by examining accounting records, tax returns and other evidential materials of individual, partnership and corporate business organizations to determine the proper tax liabilities under the State's various laws; to prepare reports as to the findings of such audits; to participate in hearings of various forms and formalities; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received with some instructions; work is reviewed usually upon completion for results obtained and for conformance to Rhode Island tax laws, regulations and procedures and for the application of generally accepted auditing standards and techniques.

SUPERVISION EXERCISED: May assist a superior in the training and orientation of new staff member(s).

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Revenue (DOR) Division of Taxation, to perform comprehensive tax audits by examining accounting records, tax returns and other evidential materials of individual, partnership corporate business organizations to determine the proper tax liabilities under the State's various tax laws.

To prepare reports as to the findings of such audits.

To participate in hearings of various forms and formalities.

To review evidentiary materials to determine income, corporation, and excise tax liability to determine appropriate tax methods to complete audits.

To participate in hearings of various forms and formalities.

To research taxpayer and operation in various sources by correspondence or personal conduct. To review accounting records and income, corporation, and excise tax returns.

To evaluate various methods necessary to complete the audit.

To calculate audit results to determine taxpayer liability.

To compile and compose reports of the audit results.

To prepare written reports as to the findings of such audits.

To present the findings of the audit to the taxpayer or his representative and attempt to gain concurrence from said taxpayer on all phases of the audit.

To assist a superior in handling inquiries regarding the State's various tax laws.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A working knowledge of generally accepted accounting principles and generally accepted auditing methods, procedures and standards and the ability to apply such knowledge in making comprehensive tax audits of accounting records and other data of individuals, partnerships and corporations; a working knowledge of Rhode Island tax laws (including regulations, bulletins and policy memoranda) and the ability to apply such knowledge to the planning, performance and summarization of the audit; skill in performing a variety of mathematical computations; the ability to research, compile and compose written financial reports and findings; the ability to maintain effective working relationships with taxpayers, their legal representatives and other fellow professionals; the ability to utilize a variety of computer software in the completion of duties; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Bachelor's or Master's degree from a college of recognized standing in Accounting or a closely related financial field; and

Experience: Employment as a Tax Auditor I or other experience substantially equal thereto.

SPECIAL REQUIREMENT: At the time of appointment, must possess a valid motor vehicle operator's license. Said license must be maintained as a condition of employment.

Class Created: May 17, 1992

Editorial Review: March 15, 2003

Class Revised: November 21, 2021